

UNCLASSIFIED

PAGE 01            STATE    268806   310245Z

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FM SECSTATE WASHDC  
TO ALL DIPLOMATIC AND CONSULAR POSTS PRIORITY  
CIS COLLECTIVE PRIORITY  
AMEMBASSY CARACAS  
SPECIAL EMBASSY PROGRAM  
AMEMBASSY KHARTOUM  
AMEMBASSY KABUL  
AMEMBASSY DUSHANBE  
AMEMBASSY ABIDJAN

UNCLASSIFIED

UNCLASSIFIED

PAGE 02            STATE    268806   310245Z  
UNCLAS STATE 268806

AIDAC    PASS TO USAID/DIRECTORS/REPS, AMEMBASSY DCMS,  
AND MISSION DISASTER RELIEF OFFICERS

E.O. 12958: N/A  
TAGS: EAID  
SUBJECT: USAID/DCHA OFFICE OF U.S. FOREIGN DISASTER  
ASSISTANCE'S SUPPLEMENTAL GUIDANCE FOR DISASTER PLANNING  
AND RESPONSE - FY 2003

REF: (A) STATE 206910 (OCTOBER 21, 2002); B) ADS 251

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SUMMARY  
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1. SUMMARY: THIS CABLE PROVIDES SUPPLEMENTAL INFORMATION AND GUIDANCE TO POSTS AND SPECIFICALLY MISSION DISASTER RELIEF OFFICERS (MDRO) FROM USAID'S OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE WITHIN THE BUREAU FOR DEMOCRACY, CONFLICT, AND HUMANITARIAN ASSISTANCE (USAID/OFDA). USAID/OFDA'S MISSION, CAPABILITIES, AND SUPPORT CAPACITIES IN COORDINATING AND MANAGING USG ASSISTANCE IN RESPONSE TO NATURAL AND MAN-MADE DISASTERS ARE OUTLINED. PROCEDURES HIGHLIGHT THE NEED FOR CONTINUOUS OFDA/MISSION COLLABORATION IN THE PLANNING PROCESS FOR DISASTERS AND THE REQUIREMENT FOR REGULAR AND SUSTAINED COMMUNICATIONS BETWEEN MDRO AND USAID/OFDA REGIONAL ADVISORS AND COORDINATORS TO ENSURE THAT USG EMERGENCY ASSISTANCE WILL BE TIMELY, APPROPRIATE, AND EFFECTIVE. THE SUPPLEMENTAL INFORMATION PROVIDED IN THIS CABLE EXPANDS ON THE FY 2003 USAID/OFDA GUIDANCE PREVIOUSLY

UNCLASSIFIED

UNCLASSIFIED

PAGE 03            STATE    268806   310245Z  
PROVIDED IN REFTTEL A AND SHOULD BE USED IN CONJUNCTION WITH  
AUTOMATED DIRECTIVES SYSTEM (ADS) 251 ON DISASTER ASSISTANCE IN  
REFTTEL B. POSTS ARE ENCOURAGED TO CONTACT USAID/OFDA REGIONAL  
ADVISORS AND COORDINATORS FOR ADDITIONAL INFORMATION, GUIDANCE,  
AND CLARIFICATIONS. THIS CABLE HAS ALSO BEEN CLEARED BY CHRISTINE  
EDMUNDS IN THE STATE DEPARTMENT'S HR/RMA/CSEP. END SUMMARY.

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USAID/OFDA'S MISSION  
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2. USAID'S OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE (USAID/OFDA)  
IS RESPONSIBLE FOR PROVIDING INTERNATIONAL DISASTER ASSISTANCE AND  
COORDINATING THE U.S. GOVERNMENT (USG) RESPONSE TO DECLARED  
DISASTERS IN FOREIGN COUNTRIES. IN ADDITION TO RESPONDING TO THE  
IMMEDIATE NEEDS OF DISASTER VICTIMS, USAID/OFDA SEEKS TO ADDRESS  
THE UNDERLYING HAZARDS AND VULNERABILITIES THAT CREATE DISASTER  
RISKS AND EXACERBATE IMPACTS THROUGH SUPPORT FOR PROGRAMS IN  
DISASTER MITIGATION, PREPAREDNESS, AND TRAINING. (NOTE:  
USAID/OFDA'S RESPONSIBILITY AND AUTHORITY IS SPECIFIED IN THE  
FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED, SECTIONS 491-493.  
END NOTE.)

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DESIGNATION AND ROLE OF AN MDRO  
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3. THE MISSION DISASTER RELIEF OFFICER (MDRO) IS THE FOCAL  
POINT AT POST FOR DISASTER RELATED ACTIVITIES AND  
INFORMATION AND AS SUCH SHOULD BE A REGULAR MEMBER OF THE  
UNCLASSIFIED

UNCLASSIFIED

PAGE 04            STATE    268806   310245Z  
POST'S EMERGENCY ACTION COMMITTEE (EAC). THE MDRO IS  
RESPONSIBLE FOR PREPARING AND MAINTAINING THE MISSION  
DISASTER RELIEF PLAN (MDRP) AND ENSURING THAT POST  
PERSONNEL ARE FAMILIAR WITH ITS CONTENTS; LIAISING WITH  
GOVERNMENT DISASTER AUTHORITIES ON AN ONGOING BASIS TO  
ENSURE FAMILIARITY WITH DISASTER RISKS AND HOST NATION  
ORGANIZATIONAL RESPONSE CAPACITIES/ARRANGEMENTS; SERVING  
AS THE CHIEF OPERATING OFFICER FOR THE POST'S EAC DURING  
ALL PHASES OF A DISASTER; AND ACTING AS THE POST'S  
COORDINATOR OF USG DISASTER RELIEF OPERATIONS IN-COUNTRY.  
POSTS SHOULD ENSURE THAT INFORMATION REGARDING MDRO AND  
ALTERNATE DESIGNATIONS ARE CURRENT AND UPDATED AS REQUIRED  
BY CABLE TO USAID/OFDA/WASHINGTON AND APPROPRIATE USAID/OFDA  
REGIONAL OFFICES INCLUDING TITLES, CONTACT NUMBERS (WORK,  
HOME, AND FAX), AND TOUR END DATES.

4. AS PART OF DISASTER PLANNING, MDRO SHOULD BE FAMILIAR  
WITH HOST COUNTRY RESOURCES AND DISASTER RESPONSE CAPACITIES  
INCLUDING: 1) GOVERNMENT ORGANIZATIONS AND KEY MINISTRIES AND  
OFFICIALS RESPONSIBLE FOR DISASTER RESPONSE MANAGEMENT;  
2) NON-GOVERNMENTAL ORGANIZATIONS (NGOS), U.N. AGENCIES, AND  
INTERNATIONAL ORGANIZATIONS (IO) WORKING IN THE HOST COUNTRY;  
3) SOURCES FOR AVAILABLE SERVICES AND SUPPLIES FOR LOCAL  
PROCUREMENT OF EMERGENCY RELIEF COMMODITIES, SERVICES,  
AND TRANSPORT; 4) INTERNATIONAL DONOR AND EMBASSY REPRESENTATIVES AS  
WELL AS LIKELY MECHANISMS FOR COORDINATION; 5) COUNTRY TEAM TECHNICAL

EXPERTISE; AND 6) RESOURCES AND INTERAGENCY LIAISON PROCEDURES,  
INCLUDING DEPARTMENT OF DEFENSE (DOD) REPRESENTATIVES. IN ADDITION, THE  
MDRO SHOULD HAVE CLEAR AUTHORIZATION FOR EXPLICIT LINES OF AUTHORITY  
UNCLASSIFIED

UNCLASSIFIED

PAGE 05            STATE    268806   310245Z  
AND RESPONSIBILITY FOR MISSION MONITORING, COORDINATING,  
AND REPORTING ON POTENTIAL AND ACTUAL DISASTER SITUATIONS  
AS WELL AS MANAGING THE USG RESPONSE.

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DEVELOPING A MISSION DISASTER RELIEF PLAN  
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5. THE MISSION DISASTER RELIEF PLAN (MDRP) IS A FIRST STEP IN  
ACHIEVING A POST'S STATE OF DISASTER PREPAREDNESS AND AS A  
REFERENCE IN TIMES OF POTENTIAL DISASTER EMERGENCIES. THE  
MDRP DELINEATES ROLES AND RESPONSIBILITIES FOR POST PERSONNEL  
AND THE MDRO, CLARIFIES AUTHORITY AND LINES OF COMMUNICATION,  
ASSESSES HOST NATION VULNERABILITY TO DISASTERS, AND SETS FORTH  
GUIDELINES FOR THE CONDUCT OF EMERGENCY AND DISASTER  
OPERATIONS, INCLUDING THE PROVISION OF USG RELIEF ASSISTANCE.  
THE DISASTER-PRONE STATUS OF A COUNTRY WILL DETERMINE THE  
AMOUNT OF DETAIL REQUIRED IN DEVELOPING AN MDRP. (THE MDRP  
SHOULD BE FILED AS SECTION 700 OF THE EMBASSY'S EMERGENCY  
ACTION PLAN TO ASSURE READY ACCESS AND REGULAR REVIEW AND ACCURACY.)  
A SUGGESTED FORMAT FOR THE MDRP CAN BE PROVIDED BY USAID/OFDA UPON  
REQUEST. USAID/OFDA IS PREPARED TO PROVIDE TECHNICAL ASSISTANCE OR  
STAFF TO DEVELOP AN INITIAL MDRP OR TO ASSIST IN THE UPDATING OF  
THE PLAN.

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WHEN A DISASTER OCCURS  
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6. FIRST STEPS: THERE ARE SEVERAL ACTIONS THAT THE MDRO SHOULD  
UNDERTAKE WHEN A SIGNIFICANT DISASTER EVENT OCCURS. FIRST, THE  
UNCLASSIFIED

UNCLASSIFIED

PAGE 06            STATE    268806   310245Z  
MDRO NEEDS TO VERIFY THE SCOPE AND MAGNITUDE OF THE OCCURRENCE  
AND THE HUMANITARIAN CONSEQUENCES THROUGH ESTABLISHED INFORMATION  
CONTACTS AND NETWORKS INCLUDING HOST GOVERNMENT OFFICIALS, NGOS,  
U.N. AND IO REPRESENTATIVES, RED CROSS AND RED CRESCENT SOCIETIES,  
OTHER EMBASSIES, AND DONORS PRIOR TO NOTIFYING THE U.S. AMBASSADOR  
AND/OR USAID MISSION DIRECTOR. THE MDRO'S INITIAL POINT OF CONTACT  
SHOULD BE USAID/OFDA'S REGIONAL ADVISORS IN THE AFFECTED  
REGION TO ENSURE EFFECTIVE COMMUNICATIONS FLOW AND LIAISON. IF IT  
APPEARS LIKELY THAT USG ASSISTANCE IS NECESSARY AND APPROPRIATE,  
THE MDRO SHOULD THEN DRAFT A DISASTER ALERT CABLE TO USAID/OFDA/  
WASHINGTON PROVIDING BACKGROUND AND CURRENT SITUATION INFORMATION  
ABOUT THE DISASTER EVENT. THIS CABLE SHOULD BE SENT EVEN IF POST  
HAS NO IMMEDIATE PLANS FOR REQUESTING DISASTER ASSISTANCE FROM  
USAID/OFDA (SEE PARA 7). THE TEXT SHOULD INCLUDE AND DISCUSS  
POST'S ANTICIPATED COURSE OF ACTION. THE ADDRESSEE ON THE CAPTION  
LINE OF ALL FIELD CABLES NEEDS TO BE DCHA/OFDA FOR INTERNAL USAID

ROUTING PURPOSES AND INFORMATION PROVIDED IN DISASTER ALERT CABLES SHOULD BE UNCLASSIFIED.

7. ISSUING A DISASTER DECLARATION CABLE: TO REQUEST ASSISTANCE FROM USAID/OFDA, THE U.S. AMBASSADOR OR ACTING CHIEF OF MISSION (COM) DETERMINES IF THE DISASTER HAS SATISFIED THE FOLLOWING CRITERIA: 1) THE DISASTER IS BEYOND THE ABILITY OF THE HOST GOVERNMENT TO RESPOND; 2) THE HOST COUNTRY HAS SPECIFICALLY REQUESTED OR INDICATED IT WILL ACCEPT USG ASSISTANCE; AND 3) A DISASTER RESPONSE IS IN THE INTEREST OF THE USG. THIS DETERMINATION SHOULD BE MADE IN CONSULTATION WITH USAID/OFDA REGIONAL ADVISORS. FOR COUNTRIES WITHOUT AN OFFICIAL U.S. DIPLOMATIC PRESENCE, THE ASSISTANT SECRETARY OF STATE FOR THE APPROPRIATE REGION MAY DECLARE A DISASTER VIA A MEMORANDUM FROM THE STATE DEPARTMENT TO USAID/OFDA/WASHINGTON. IN THE EVENT

UNCLASSIFIED

UNCLASSIFIED

PAGE 07                      STATE    268806    310245Z  
THAT POST CANNOT PROVIDE THIS INFORMATION IMMEDIATELY, THE DISASTER DECLARATION CABLE ALONE MAY BE USED IN LIEU OF THE DISASTER ALERT CABLE.

8. INFORMATION TO INCLUDE IN THE DISASTER DECLARATION CABLE: THE CABLE FROM POST REQUESTING USAID/OFDA'S ASSISTANCE NEEDS TO DESCRIBE THE DISASTER EVENT AND SPECIFICALLY PROVIDE: 1) THE EXTENT TO WHICH THE HOST COUNTRY NEEDS ASSISTANCE TO RESPOND ADEQUATELY TO THE DISASTER; 2) WHETHER THE HOST GOVERNMENT HAS REQUESTED OR WILL ACCEPT USG ASSISTANCE; AND 3) THE INTENDED USE OF REQUESTED RESOURCES INCLUDING ORGANIZATIONS AND FUNDING PURPOSES. OTHER RELEVANT INFORMATION REQUESTED INCLUDES: ESTIMATED NUMBERS OF PEOPLE AFFECTED, DEATHS, INJURED, AND DISPLACED/HOMELESS; IMMEDIATE HUMANITARIAN NEEDS; DISASTER BACKGROUND INFORMATION SUCH AS GEOGRAPHIC LOCATION, DAMAGE TO INFRASTRUCTURE, CROPS, AND LIVESTOCK; OTHER DONOR EFFORTS/CONTRIBUTIONS; AND NEEDS ASSESSMENT INFORMATION THAT IS AVAILABLE.

9. OTHER SIGNIFICANT ACTIONS BY MDRO: IN ADDITION TO THE ABOVE ACTIONS, THE MDRO SHOULD ALSO START A LOG OF SIGNIFICANT EVENTS AND CABLE REGULAR, NUMBERED SITUATION REPORTS TO USAID/OFDA THAT UPDATE AND EXPAND ON THE INITIAL DISASTER DECLARATION CABLE. THE MDRO SHOULD MAINTAIN REGULAR CONTACT WITH RELEVANT ORGANIZATIONS, INCLUDING HOST GOVERNMENT OFFICIALS; USAID/OFDA REGIONAL ADVISORS; DOD OFFICIALS; NGOS; IOS; U.N. AGENCIES; OTHER DONORS; ASSEMBLE THE EAC, IF NECESSARY; GATHER PRELIMINARY ASSESSMENTS OF FUNDING, COMMODITY, AND OTHER OPERATIONAL REQUIREMENTS, INCLUDING LOGISTICS AND TRANSPORT; AND IDENTIFY POTENTIAL RELIEF CHANNELS.

UNCLASSIFIED

UNCLASSIFIED

PAGE 08                      STATE    268806    310245Z  
10. DISASTER ASSISTANCE REQUEST: THE U.S. AMBASSADOR OR ACTING COM CAN REQUEST UP TO USD 50,000 FOR IMMEDIATE DISASTER RELIEF FROM USAID/OFDA. THE DISASTER DECLARATION CABLE MUST PROVIDE A CLEAR DESCRIPTION AS TO WHOM AND HOW THESE DISCRETIONARY FUNDS WILL BE USED. USAID/OFDA'S REGIONAL AND/OR WASHINGTON OFFICE WILL COORDINATE WITH THE MDRO TO ASSIST IN THE DETERMINATION OF APPROPRIATE RESPONSES. USAID/OFDA FUNDS ARE TO BE USED FOR

IMMEDIATE DISASTER RELIEF OR REHABILITATION, NOT FOR LONG-TERM RECONSTRUCTION. RELIEF ASSISTANCE IS PROVIDED TO SAVE LIVES AND REDUCE HUMAN SUFFERING. DISASTER REHABILITATION IS INTERMEDIATE-TERM ACTIVITIES TO ASSIST DISASTER STRICKEN POPULATIONS IN THEIR EFFORTS TO RETURN TO SELF-SUFFICIENCY. USAID/OFDA WILL CONSIDER THE RELIEF PHASE COMPLETED WITHIN 60 DAYS AFTER THE ONSET OF A SUDDEN DISASTER EVENT, UNLESS THE POST REQUESTS AND USAID/OFDA APPROVES A CONTINUATION OF THE INITIAL RESPONSE PERIOD. HOWEVER, USAID/OFDA ASSISTANCE MAY BE PROVIDED FOR AS LONG AS THE DISASTER REQUIRES EMERGENCY HUMANITARIAN ASSISTANCE. RELIEF ASSISTANCE FOR ONGOING DISASTERS SUCH AS DROUGHT AND CIVIL STRIFE REQUIRE A REDECLARATION CABLE AT THE BEGINNING OF EACH NEW USG FISCAL YEAR (OCTOBER 1). POST NEEDS TO CONSIDER WHETHER A RENEWAL OF A DISASTER DECLARATION IN A NEW FISCAL YEAR IS REQUIRED.

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HOW USAID/OFDA MAY ASSIST THE MDRO  
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11. CAPABILITIES: IN ADDITION TO RELEASING UP TO USD 50,000 OF DISASTER ASSISTANCE FUNDS, USAID/OFDA HAS SEVERAL ADDITIONAL CAPACITIES FOR PROVIDING DISASTER ASSISTANCE, INCLUDING: DEPLOYMENT OF USAID/OFDA REGIONAL ADVISORS, AN ASSESSMENT TEAM OR A DISASTER ASSISTANCE RESPONSE TEAM (DART); PROVISION OF RELIEF  
UNCLASSIFIED

UNCLASSIFIED

PAGE 09 STATE 268806 310245Z  
COMMODITIES FROM USAID/OFDA STOCKPILES; AND ADDITIONAL DISASTER FUNDING OF NGO, IO, AND U.N. EMERGENCY ASSISTANCE PROPOSALS OR APPEALS. BASED ON THE MAGNITUDE OF THE DISASTER AND THE HOST COUNTRY'S OWN RESPONSE CAPACITIES, ADDITIONAL RESOURCES MAY INCLUDE DEPLOYING:

A. REGIONAL ADVISORS: IN ADDITION TO THE PRE-DISASTER GUIDANCE THAT USAID/OFDA REGIONAL ADVISORS CAN PROVIDE, THEY ALSO ASSIST IN DONOR COORDINATION AND LIAISON, ASSESSMENTS, MONITORING AND REPORTING, LOGISTICS FOR RELIEF COMMODITIES, COMMUNICATIONS WITH USAID/OFDA/WASHINGTON, AND OTHER ASPECTS OF POST'S RELIEF EFFORT. (NOTE: A DISASTER DECLARATION IS NOT REQUIRED FOR THE DEPLOYMENT OF REGIONAL ADVISORS. END NOTE.)

B. ASSESSMENT TEAMS: THE ASSESSMENT TEAM PROVIDES USAID/OFDA/WASHINGTON AND POST WITH INFORMATION AND RECOMMENDATIONS TO MAKE TIMELY DECISIONS REGARDING THE USG DISASTER RESPONSE. USAID/OFDA'S ASSESSMENT TEAMS ARE TYPICALLY COMPRISED OF SECTOR SPECIALISTS (E.G., EXPERTS IN HEALTH, NUTRITION, AGRICULTURE, WATER/SANITATION, SHELTER, GEOHAZARDS, LOGISTICS, AND DISASTER MANAGEMENT), AS WELL AS SUPERVISORY STAFF FAMILIAR WITH USAID/OFDA POLICIES AND PROCEDURES. (NOTE: A DISASTER DECLARATION IS NOT REQUIRED FOR USAID/OFDA TO DEPLOY AN ASSESSMENT TEAM. END NOTE.)

C. DISASTER ASSISTANCE RESPONSE TEAM (DART): USAID/OFDA'S DIRECTOR, WITH THE CONCURRENCE OF THE U.S. AMBASSADOR OR ACTING COM IN THE AFFECTED COUNTRY, MAY DEPLOY A DART, BASED ON THE MAGNITUDE AND SEVERITY OF THE DISASTER. A DART IS A TEAM OF DISASTER SPECIALISTS WHO DEPLOY TO ASSIST A POST OR POSTS IN MANAGING THE USG RESPONSE TO A DISASTER. A DART WILL EXPEDITE  
UNCLASSIFIED

UNCLASSIFIED

PAGE 10 STATE 268806 310245Z

USAID/OFDA'S RESPONSE, GATHER INFORMATION AND REPORT ON THE DISASTER SITUATION, ASSESS THE EFFECTIVENESS OF THE OVERALL HUMANITARIAN RESPONSE (INCLUDING USG-FUNDED RELIEF ACTIVITIES), IDENTIFY UNMET HUMANITARIAN NEEDS, ADVISE THE MISSION ON DISASTER ISSUES, AND MANAGE USG FIELD RELIEF ACTIVITIES. THE DART STRUCTURE PROVIDES MANAGEMENT, PLANNING, LOGISTICS, OPERATIONS, AND ADMINISTRATIVE CAPACITIES, AND IN CERTAIN CIRCUMSTANCES, CONTRACTING CAPACITY. IN ADDITION, THE DART PROVIDES INFORMATION AND PROGRAMMING SUPPORT BY REPORTING ON HUMANITARIAN CONDITIONS, LIAISING WITH THE RELIEF COMMUNITY, REVIEWING PROPOSALS, AND RECOMMENDING FUNDING. USAID/OFDA MAY REQUEST POST'S ASSISTANCE, WHEN NECESSARY, IN ARRANGING FOR THE IMPORTATION AND LICENSING OF COMMUNICATIONS AND COMPUTER EQUIPMENT USED BY THE DART (E.G. GLOBAL POSITIONING SYSTEMS, HAND-HELD RADIOS, SATELLITE PHONES, HIGH FREQUENCY RADIOS, LAPTOP COMPUTERS, AND/OR DIGITAL CAMERAS). RADIO FREQUENCIES FOR THE U.S. EMBASSY, NGOS, U.N. AGENCIES, AND LOCAL GOVERNMENT OFFICES MAY ALSO BE REQUESTED BY DART PERSONNEL. A DART MIGHT ALSO REQUEST ADMINISTRATIVE AND CONSULAR SUPPORT FROM POST.

D. USAID/OFDA RELIEF COMMODITIES: USAID/OFDA MAY PROVIDE DISASTER RELIEF COMMODITIES (E.G., BLANKETS, PLASTIC SHEETING, WATER CONTAINERS, OR OTHER ESSENTIAL RELIEF COMMODITIES) FROM USAID/OFDA'S VARIOUS STOCKPILES WHEN APPROPRIATE. A DETAILED LISTING OF STOCKPILED COMMODITIES CAN BE OBTAINED FROM USAID/OFDA AND SHOULD BE KEPT AS PART OF THE MDRP. USAID/OFDA CAN CONTRACT TRANSPORTATION SERVICES VIA SEALIFT OR LAND TRANSPORT; USAID/OFDA MAY ALSO FUND AIR TRANSPORT OF EMERGENCY COMMODITIES WHEN URGENT DELIVERY REQUIREMENTS DICTATE. COMMODITY SHIPMENT REQUESTS MUST IDENTIFY, BY NAME, THE RESPONSIBLE CONSIGNEE AND IN-COUNTRY POINT OF CONTACT, INCLUDING TELEPHONE AND FAX NUMBERS. POST SHOULD ALSO AFFIRM THAT ARRANGEMENTS FOR THE DISTRIBUTION OF COMMODITIES HAVE BEEN SECURED. REQUESTS FOR

UNCLASSIFIED

UNCLASSIFIED

PAGE 11 STATE 268806 310245Z

USAID/OFDA ASSISTANCE SHOULD INDICATE ANY LIMITATIONS ON THE SIZE AND CAPACITY OF THE RECEIVING AIRPORT, SEAPORT, AND/OR WAREHOUSE, INCLUDING THE AVAILABILITY OF DISCHARGE LABOR AND FACILITIES. REQUESTS ALSO SHOULD INDICATE WHETHER DOD AND UNIFORMED SERVICE PERSONNEL ARE AUTHORIZED TO TRAVEL IN-COUNTRY AS USAID/OFDA OFTEN USES DOD TO ASSIST WITH THE TRANSPORT OF EMERGENCY RELIEF COMMODITIES.

E. NGO/IO/U.N. FUNDING: USAID/OFDA PROVIDES FUNDING TO NGO AND INTERNATIONAL ORGANIZATIONS TO IMPLEMENT EMERGENCY PROGRAM ASSISTANCE FOR DISASTER RESPONSE ACTIVITIES. NGOS WORKING DIRECTLY WITH THE DISASTER VICTIMS ARE USAID/OFDA'S PREFERRED FUNDING RECIPIENTS. NGOS DO NOT HAVE TO BE U.S.-BASED, NOR DO THEY HAVE TO BE REGISTERED WITH USAID. USAID/OFDA SOLICITS POST'S KNOWLEDGE AND EXPERIENCE WITH THE NGO COMMUNITY BEFORE REACHING A FUNDING DECISION. THE LOCAL RED CROSS/RED CRESCENT SOCIETIES CAN BE SUPPORTED WITH USAID/OFDA FUNDS THROUGH GRANTS TO THE AMERICAN RED CROSS, THE INTERNATIONAL COMMITTEE OF THE RED CROSS AND RED CRESCENT SOCIETY (ICRC), AND/OR THE INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES (IFRC) IN GENEVA, SWITZERLAND.

POSTS ARE ENCOURAGED TO REVIEW NGO PROPOSALS AND IO OR U.N. APPEALS AND PROVIDE RECOMMENDATIONS. SPECIFICALLY, POSTS SHOULD REVIEW NGO

PROPOSALS TO ENSURE THAT THEY ARE PREPARED ACCORDING TO USAID/OFDA'S GRANT PROPOSALS AND REPORTING GUIDELINES (AVAILABLE AT WWW.USAID.GOV/HUM\_RESPONSE/OFDA/FILES/PVOGUIDE.PDF), AND INCLUDE ALL REQUESTED INFORMATION. IF A USAID/OFDA REGIONAL ADVISOR OR OTHER USAID/OFDA FIELD REPRESENTATIVE IS WORKING WITH POST ON THE DISASTER RESPONSE, THE REGIONAL ADVISOR'S PRIOR CLEARANCE OR COMMENTS NORMALLY SHOULD BE OBTAINED. THE MISSION-ENDORSED PROPOSAL IS REVIEWED BY USAID/OFDA/WASHINGTON AND SHARED WITH THE APPROPRIATE USAID GEOGRAPHIC UNCLASSIFIED

UNCLASSIFIED

PAGE 12 STATE 268806 310245Z  
BUREAU, AS NECESSARY, BEFORE THE FUNDING ACTIVITY IS APPROVED.

IN REVIEWING GRANT PROPOSALS, POSTS SHOULD BE MINDFUL OF USAID ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPD) 02-04, WHICH REFERS TO U.S. EXECUTIVE ORDERS AND LAWS THAT PROHIBIT TRANSACTIONS WITH ORGANIZATIONS ASSOCIATED WITH TERRORISM AND WHICH REQUIRES INCLUSION OF CERTAIN SPECIFIED LANGUAGE IN ALL USAID CONTRACTS AND ASSISTANCE INSTRUMENTS. IT IS THE LEGAL RESPONSIBILITY OF THE RECIPIENT TO ENSURE COMPLIANCE WITH THESE EXECUTIVE ORDERS AND LAWS.

IN EXECUTING A GRANT TO AN NGO, USAID/OFDA CAN PROVIDE A MISSION FUND CITE IF THE MISSION HAS LOCAL CONTRACTING OR GRANT AUTHORITY, OR USAID/WASHINGTON CAN CONTRACT DIRECTLY WITH THE NGO'S HEADQUARTERS. (NOTE: WHEN PROVIDING FUNDS TO A NON-USAID POST, THE COMMITMENT IS RECORDED AT USAID/WASHINGTON AND THE POST IS REQUIRED TO FORWARD THE OBLIGATING DOCUMENT TO USAID/OFDA. THE FAILURE TO PROVIDE THE OBLIGATING DOCUMENT MAY RESULT IN THE DE-OBLIGATION OF THE FUNDS. END NOTE.) USAID/OFDA WILL MONITOR AND EVALUATE THE PERFORMANCE OF USAID/OFDA-FUNDED RELIEF EFFORTS IN ACCORDANCE WITH USAID/OFDA'S GUIDELINES.

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USAID/OFDA SECTOR-SPECIFIC ASSISTANCE  
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12. SECTOR-SPECIFIC ASSISTANCE: USAID/OFDA MAY PROVIDE ASSISTANCE, IN ADDITION TO PERFORMING OR SUPPORTING ASSESSMENTS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING SECTORS:

A. SHELTER: USAID/OFDA CAN PROVIDE EMERGENCY SHELTER SUPPLIES  
UNCLASSIFIED

UNCLASSIFIED

PAGE 13 STATE 268806 310245Z  
OR SUPPORT THE LOCAL PURCHASE OF SHELTER MATERIALS, IF NEEDED. BECAUSE USAID/OFDA DOES NOT ENCOURAGE THE ESTABLISHMENT OF TENT CAMPS FOR VARIOUS PUBLIC HEALTH, ENVIRONMENTAL, SOCIAL, AND ECONOMIC REASONS, TENTS WILL BE PROVIDED ONLY IN RARE CIRCUMSTANCES.

B. WATER: USAID/OFDA MAY FUND NGO ACTIVITIES SUCH AS WELL REHABILITATION, POTABLE WATER PRODUCTION, AND LOCAL DISTRIBUTION TO CRITICAL AREAS. USAID/OFDA CAN ALSO PROVIDE FIVE-GALLON WATER CONTAINERS, WATER BLADDERS, AND A LIMITED NUMBER OF PORTABLE WATER PURIFICATION UNITS.

C. SANITATION: USAID/OFDA SUPPORTS THE PROVISION OF EMERGENCY SANITATION FACILITIES.

D. HEALTH: USAID/OFDA PROVIDES FUNDING FOR BASIC HEALTH SUPPORT PROGRAMS, AS WELL AS MEDICAL SUPPLIES AND ESSENTIAL MEDICATIONS FROM USAID-APPROVED SOURCES FOR EMERGENCY HEALTH PROGRAMS. USAID/OFDA WILL SUPPORT PUBLIC HEALTH INTERVENTIONS, EMERGENCY IMMUNIZATION PROGRAMS, AND CLINICAL PUBLIC HEALTH SERVICES FOR SPECIFICALLY TARGETED GROUPS FOLLOWING DISASTERS. USAID/OFDA WILL NOT FUND THE PHYSICAL RECONSTRUCTION OF HOSPITALS.

E. FOOD: USAID/OFDA DOES NOT USUALLY PROVIDE DIRECT EMERGENCY FOOD ASSISTANCE. THE USG'S FOOD PROGRAMS ARE ADMINISTERED BY USAID'S OFFICE OF FOOD FOR PEACE (USAID/FFP) AND THE U.S. DEPARTMENT OF AGRICULTURE'S/FOREIGN AGRICULTURAL SERVICE (USDA/FAS). INFORMATION ABOUT THESE PROGRAMS IS AVAILABLE AT WWW.USAID.GOV/HUM\_RESPONSE/FFP AND WWW.FAS.USDA.GOV WEBSITES. IN SITUATIONS WHERE THERE IS NO USAID/FFP FOOD AID IN THE PIPELINE, USAID/OFDA MAY PROVIDE FUNDS TO POSTS TO PURCHASE EMERGENCY FOOD SUPPLIES LOCALLY AND/OR FUND

UNCLASSIFIED

UNCLASSIFIED

PAGE 14            STATE    268806   310245Z  
EMERGENCY NGO INTERNAL PURCHASE PROGRAMS FOR A LIMITED DURATION UNTIL OTHER SOURCES ARE IDENTIFIED. USAID/OFDA MAY ALSO PURCHASE BLENDED FOODS FOR SUPPLEMENTARY OR THERAPEUTIC FEEDING PROGRAMS.

F. OTHER: USAID/OFDA CAN SUPPORT A WIDE RANGE OF HUMANITARIAN ACTIVITIES INCLUDING TECHNICAL ASSISTANCE SUPPORT FOR DONOR COORDINATION UNITS, SEARCH AND RESCUE EFFORTS, AND NGO FOOD MONITORING AND SURVEILLANCE. USAID/OFDA ENCOURAGES MISSIONS TO PROMOTE DONOR COORDINATION AND HOST GOVERNMENT COORDINATION GROUPS, WHERE NONE EXIST. USAID/OFDA WILL CO-FINANCE EMERGENCY PROGRAMS WITH OTHER DONORS WHEN NEEDED. USAID/OFDA ALSO MAINTAINS A MILITARY LIAISON UNIT (MLU) TO FACILITATE CIVILIAN-MILITARY ACTIVITIES THROUGH COLLABORATIVE PLANNING, OPERATIONS, AND TRAINING. THE MLU MAY BE CALLED UPON FOR LIAISING WITH MILITARY ORGANIZATIONS.

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ACCOUNTABILITY  
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13. DISASTER ASSISTANCE IS SUBJECT TO THE SAME AUDIT OVERSIGHT AS OTHER FORMS OF AID. GRANT RECIPIENTS AND CONTRACTORS ARE ACCOUNTABLE FOR FUNDS, SUPPLIES, MATERIALS, AND EQUIPMENT IN ACCORDANCE WITH THE TERMS OF THEIR GRANTS AND CONTRACTS. INTERNATIONAL DISASTER ASSISTANCE LEGISLATION CONTAINS A NOTWITHSTANDING CLAUSE ENABLING GOODS AND SERVICES TO BE PROCURED OUTSIDE THE STANDARD USG AND USAID PROCEDURES DURING EMERGENCIES. POSTS SHOULD, NEVERTHELESS, VERIFY THAT CONTRACTORS AND GRANTEES ARE RESPONSIBLE AND THAT GOODS AND SERVICES ARE REASONABLY PRICED. USAID MISSIONS IN RECIPIENT COUNTRIES ARE RESPONSIBLE FOR MONITORING GRANTEE AND CONTRACTOR PROGRAMS,

UNCLASSIFIED

UNCLASSIFIED

PAGE 15            STATE    268806   310245Z  
INCLUDING DISASTER FUNDS DISBURSEMENT AND ACCOUNTING.   ANY



QUESTIONS REGARDING THE NOTWITHSTANDING CLAUSE CAN BE DIRECTED TO THE USAID/GENERAL COUNSEL/DCHA, THE REGIONAL LEGAL ADVISOR, OR THE USAID/OFDA PROGRAM SUPPORT (PS) DIVISION.

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AFTER THE DISASTER RESPONSE  
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14. USAID/OFDA REQUESTS FROM THE MDRO A FINAL REPORTING CABLE SUMMARIZING THE DISASTER EVENT, PEOPLE AND SECTORS AFFECTED, AND ASSISTANCE PROVIDED. THE MDRO SHOULD ALSO ORGANIZE AN AFTER ACTION REVIEW WITH POST AND OTHER USG OFFICIALS UPON COMPLETION OF THE RELIEF EFFORT. USAID OFFICIALS MAY BE ASKED TO PARTICIPATE IN A USAID/OFDA AFTER ACTION REVIEW.

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USAID/OFDA REGIONAL OFFICES  
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15. USAID/OFDA REGIONAL ADVISORS: USAID/OFDA MAINTAINS REGIONAL OFFICES IN SEVERAL LOCATIONS WORLDWIDE TO ASSIST IN RESPONDING TO DISASTERS AND TO DEVELOP DISASTER PLANNING, PREPAREDNESS, AND RELIEF STRATEGIES. AID/OFDA/WASHINGTON STRONGLY ADVISES POSTS TO MAINTAIN REGULAR COMMUNICATIONS WITH THEIR USAID/OFDA REGIONAL ADVISORS, AND REGIONAL ADVISORS SHOULD BE KEPT INFORMED OF MDRO ACTIVITIES AND ARE AVAILABLE TO VISIT POSTS AND PERFORM EMERGENCY DISASTER ASSESSMENTS UPON REQUEST. USAID/OFDA REGIONAL ADVISORS SHOULD BE THE FIRST POINT OF CONTACT IF A USAID/OFDA REGIONAL OFFICE EXISTS IN YOUR REGION. THE FOLLOWING THREE PARAGRAPHS IDENTIFY THE LOCATION AND CONTACT INFORMATION FOR THE VARIOUS

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PAGE 16            STATE    268806   310245Z  
USAID/OFDA REGIONAL OFFICES AND SUB-OFFICES.

AFRICA: MR. PETER RILEY IS USAID/OFDA'S SENIOR REGIONAL ADVISOR FOR EAST, CENTRAL, AND SOUTHERN AFRICA IN NAIROBI, KENYA. MS. KIM SMITH IS USAID/OFDA'S DEPUTY SENIOR REGIONAL ADVISOR AND OTHER REGIONAL ADVISORS ARE MS. MIA BEERS, MR. DAVID CHIKODZORE, MR. ERIC KAGAME, AND MR. JACK MYER. USAID/OFDA'S AFRICA REGIONAL OFFICE CAN BE REACHED AT 254-2-862-920.

ASIA AND THE PACIFIC: MR. TOM DOLAN IS USAID/OFDA'S ASIA AND PACIFIC SENIOR REGIONAL ADVISOR IN MANILA, PHILIPPINES. MS. MARIZA ROGERS IS A REGIONAL ADVISOR IN MANILA. THEY CAN BE REACHED AT 63-2-552-9883/552-9800 EXT. 9884. AN ADDITIONAL ASIA REGIONAL ADVISOR, MR. WILLIAM BERGER, IS BASED IN KATHMANDU, NEPAL, AND CAN BE REACHED AT 977-1-270-144.

LATIN AMERICA AND THE CARIBBEAN: MR. PAUL BELL IS USAID/OFDA'S SENIOR REGIONAL ADVISOR FOR LATIN AMERICA AND THE CARIBBEAN (LAC) IN SAN JOSE, COSTA RICA. OTHER LAC REGIONAL ADVISORS INCLUDE MR. RENE CARRILLO, MR. ALEJANDRO JAMES, MR. TIM CALLAGHAN, AND MR. GUY LAWSON. ALL ARE AVAILABLE AT TELEPHONE NUMBER 506-296-3554. AN ADDITIONAL LAC REGIONAL ADVISOR, MS. JULIE LEONARD, IS BASED IN BRIDGETOWN, BARBADOS AND CAN BE REACHED AT 246-228-8584.

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USAID/OFDA WASHINGTON CONTACTS  
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16. ALL REQUESTS FOR FUNDS, SITUATION REPORTS, AND OTHER  
INFORMATION SHOULD BE DIRECTED TO THE USAID/OFDA/WASHINGTON  
UNCLASSIFIED

UNCLASSIFIED

PAGE 17                    STATE    268806    310245Z  
REGIONAL COORDINATORS: CENTRAL AFRICA (ACTING, MR. TIM MCRAE: 202-712-  
1126); EAST AFRICA (ACTING, MR. JOHN MARKS: 202-712-4434); SOUTH, WEST,  
AND NORTHERN AFRICA (MS. SUREKA KHANDAGLE: 202-712-4225); ASIA AND THE  
PACIFIC (MR. ROB THAYER: 202-712-1257); EUROPE, MIDDLE EAST, AND CENTRAL  
ASIA (MR. GEORGE HAVENS: 202-712-4181); AND LATIN AMERICA AND THE  
CARIBBEAN (ACTING, MS. GISELLE ZIMMERMAN: 202-712- 5754). REGIONAL  
COORDINATOR CONTACT INFORMATION IS REGULARLY UPDATED ON USAID/OFDA'S  
WEBSITE USAID.GOV/HUM\_RESPONSE/OFDA/DRMPHONE.HTML. THE FUNCTIONAL  
COORDINATOR FOR NGOS, IOS, AND DONORS IS MS. ANITA MENGHETTI (202-712-  
4946). THE NAME AND CONTACT INFORMATION OF THE APPROPRIATE REGIONAL  
COORDINATOR OR OTHER DESIGNATED TEAM MEMBER WILL BE INCLUDED  
IN USAID/OFDA'S CABLE RESPONSE TO THE DISASTER DECLARATION.  
MISSIONS/EMBASSIES ALSO MAY CALL USAID/OFDA AT 202-712-0400  
DURING DAYTIME HOURS (0800-1700 HOURS LOCAL TIME) IN WASHINGTON,  
D.C. AFTER BUSINESS HOURS, EVENINGS, WEEKENDS, AND HOLIDAYS,  
THE USAID/OFDA DUTY OFFICER CAN BE CONTACTED BY CALLING THE  
STATE DEPARTMENT'S OPERATIONS CENTER AT 202-647-1512.  
USAID/OFDA'S FAX NUMBERS ARE: 202-216-3706/3707.

17. MINIMIZE CONSIDERED.  
POWELL